



*Bringing Families Together
For A Bright Future.*

Foster Parent Liaison

- How to Apply: To: Heather HDavis@cnswfl.org
- Deadline: Friday, January 18, 2019
- Position Location: Naples, Fl.

SUMMARY

Provide assistance to Child Welfare Case Mangers and the service center in relation to acting as a liaison to children in foster care and aiding staff to permanency on dependency cases.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides communication and collaboration that facilitates a close working relationship between Pathways Human Services a Partnering Agency with Children's Network of Southwest Florida and Foster parents.
- Track and monitor timely submission of foster parent reviews, exit interviews and case manager reviews
- Promote positive relationships, cooperation, and high regard among Pathways employees, foster parents and licensing agencies.
- Attends case transfer staffings, reviews incoming cases
- Completes case transfer staffings including referrals to the relative search unit for any child placed in out of home care.
- Monitoring and tracking of all relative search referral to ensure compliance.
- Facilitate Placement/Disruption, shelter, out of county and sibling separation staffings.
- Facilitates and participates in all required staffings.
- Facilitate and provide back-up support to the placement coordinator.
- Attend foster parent graduations, trainings and foster parent meetings.
- Attend community recruiting events
- Collaborate with the licensing agencies in building community support to recruit and maintain foster parents
- Other essential job duties

This list of essential functions is not intended to be exhaustive. Family Preservation Services of Florida reserves the right to revise this job description as needed to comply with actual and contractual job requirements.



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QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in a human service or related field from an accredited university or college.
- Two years of experience with dependency proceedings, preparation of reports for the courts, court testimony, and child welfare or child protective services.
- Possess child welfare professional certification.

Language Skills

Ability to read, analyze, and interpret regulatory documents, contracts, and policies. Ability to respond to common inquiries or complaints from management and staff. Ability to effectively present information to management and employees.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables. Able to anticipate needs and/or problems based on current events and/or situations and to develop solutions.

Certificates, Licenses, and Registrations This position requires the following credentials.

- Valid driver's license in good standing.
- Child welfare professional certification
- Required Vehicle insurance

Other Qualifications This position requires the following additional qualifications.

- Knowledge of law and legal procedures
- Knowledge of legal terminology
- Ability to work as a team member
- Organizational skills
- Communication skills
- Computer skills
- Ability to work flexible hours
- Sensitivity to the cultural and socioeconomic characteristics of the agency's staff and clients
- Adherence to professional ethics
- Ability to observe and assess staff's abilities in interacting appropriately and effectively with families, children, community resources, service providers, and other professionals.
- Ability to conduct thorough case staffings and other meetings.



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PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and read. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.